

## CIP DESIGN AND CONSTRUCTION MANAGER

## **Purpose:**

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Design and Construction Section of the Engineering Division of the Public Works Department in the following areas: design and construction services and infrastructure management; to coordinate engineering activities with other divisions and departments; and to provide highly complex staff assistance to the Deputy Public Works Director – Engineering.

## Supervision Received and Exercised:

Receives direction from the Deputy Public Works Director – Engineering or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Plan, develop, implement and manage the Section's goals, objectives and work plans; prioritize, assign, supervise and review the work of staff involved in engineering design and construction, and infrastructure management activities;
- Evaluate engineering operations and activities related to design and construction, and infrastructure management; recommend improvements and modifications; prepare various reports on section operations and activities;
- Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting and construction services; review plans of consulting engineers and private contractors; make technical engineering decisions; and establish technical criteria and standards;
- Provide oversight/guidance regarding all federally-funded project coordination and reporting requirements;
- Participate in the development and implementation of goals, objectives, policies, and priorities related to the department;

- Participate in the formulation of the Transportation Improvement Program (TIPS) with the Maricopa Association of Governments (MAG);
- Develop and prepare recommendations and technical reports related to engineering matters; advise the City Council and Planning and Zoning Commission on engineering related matters;
- Conduct monthly Capital Improvement Project (CIP) update meetings and ensure the project management database is up-to-date and maintained appropriately;
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures;
- Participate in the development of the department's CIP budget; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; and participate in budget administration;
- Manage the procurement selection process for all engineering contracts;
- Develop budgetary information for projects to be implemented by section, and administer, coordinate and monitor budget for section after it is adopted;
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints;
- Make public presentations before other governmental and private groups and organizations;
- Prepare or supervise preparation of programs to meet the future needs of the community;
- Negotiate professional service agreements, and cooperative project agreements with other agencies; locate sources and obtain outside funding for public works projects;
- Assist in planning work schedules; determining project assignments; prioritizing infrastructure improvement; and maintenance needs of department facilities;
- Assist in resolving work problems and interpret administrative policies to subordinates, other departments, consultants, contractors and the public;
- Participate in conceptualization, review and approval of private development engineering plans relative to the water/wastewater infrastructure;

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- Participate in system modeling studies of the distribution and collection infrastructure to include water, wastewater and stormwater. Maintain and develop databases for water infrastructure system models; prepare or supervise preparation of programs to meet the future water infrastructure needs of the community;
- Exercise and apply independent professional judgment, initiative, and skills in the resolution of complex infrastructure/operations engineering and planning matters;
- Review all water/wastewater capital improvement and engineering projects;
- Provide oversight to professional staff and outside consultants in the preparation of technical and/or specialized planning reports related to water infrastructure matters, including flow studies and other field studies;
- Perform related duties as assigned.

#### **Minimum Qualifications:**

#### **Experience:**

Four years of increasingly responsible professional civil engineering experience and/or project administration, contract administration and construction management plus two years of supervisory experience.

#### **Education:**

Requires a Bachelor's degree from an accredited college or university with major course work in civil or structural engineering or degree related to the core functions of the position. A Master's degree is preferred

#### Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Possession of a Certificate of Registration as a professional civil engineer in the State of Arizona.

#### **Examples of Physical and / or Mental Activities:**

- Operate city vehicles
- Operate computers, calculators and other office machines using repetitive hand / eye movement

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- Considerable reading and close vision work
- May require working extended hours

# **Competencies:**

(Pending)

Job Code: 479

Status: Exempt / Classified